

# **STATE MAIL**

## **DISTRIBUTION SERVICES**

*Quarterly  
Newsletter*

FY07 Period 4

### Last Mail User's Forum Recap: "Recommendations for the New Postal Rates."

Many of you know the cost of a First Class 1-ounce letter went from \$0.39 to \$0.41, but many of you may not know that the cost of a 1-ounce flat envelope went from \$0.52 to \$0.80. For many of our customers a \$0.02 increase was going to cause a big impact, not to mention a \$0.28 increase. Below are some recommendations to help reduce the impact of the rate increases.

- **Shape Matters:** Use a flat envelope instead of a parcel, a 6" X 9" envelope instead of a flat envelope, or a postcard instead of a letter.
- **Mail Preparation:** Use automation compatible guidelines to realize presorting postage discounts.
- **Address cleansing:** Use address cleansing procedures to decrease the cost of "undeliverable as addressed" mail.

For more details or training opportunities please contact Tim Walden at 801-323-4304.

### Next Quarter's Mail User's Forum: "State Mail's Website and other Online Resources."

September's Mail User's Forum will cover the recent revisions and additions to the State Mail & Distribution Services website, and introduce some other online tools and resources that are available. As in previous Mail User's Forums there will be a 20—30 minute presentation and an open question and answer period. Participants are encouraged to email questions to Tim Walden at [twalden@utah.gov](mailto:twalden@utah.gov) prior to the Forum or come prepared to ask them in person. Following the Forum a tour of the State Mail facility will be given.

#### Mail preparation tip:

Shape matters! With the new Postal Service Rates now in affect shape plays a big role in postage cost. Consider using 6" X 9" envelopes as they still qualify for letter rates.

#### Next Mail User's Forum:

September 27, 2007 2 p.m.—3 p.m.  
State Library Multipurpose Room  
250 North 1950 West  
Salt Lake City, Utah